



## FACT SHEET: SES CAP

The SES Cap is an approved limit set by Government on the number of SES roles that an APS agency can have.

### What do agencies need to do?

Agencies need to manage the recruitment and movement of SES employees within their approved SES Cap.

Agencies must report quarterly on SES numbers to the APSC.

Agencies must seek approval from the Minister with responsibility for the Public Service for any increase in their SES Cap. Any request is to be sent to the Australian Public Service Commissioner in the first instance.

### What are the Rules?

For reporting purposes, SES numbers in an agency include all:

- ongoing SES employees
- non-ongoing SES employees
- Casual SES Employees; and
- non-SES employees acting in an SES role, where the role is filled on an acting basis for more than three months

Current SES numbers do not include:

- short-term arrangements where a role is filled by a non-SES employee on an acting basis for less than three months
- SES employees who are on long-term leave for three months or more. Any back filling acting arrangements need to be reported, as noted above; and
- Inclusion of SES CAP reporting if an employee is seconded to another agency, where the host agency is covering salary.

### Key Considerations

- The APSC evaluates agency requests for increases to SES Caps and makes recommendations to the Minister. A request for an increase must be supported by a robust business case outlining exceptional circumstances and include:
  - reasons as to why work cannot be absorbed within the existing agency cap, either within the current organisational structure, or a more effective structure that allocates work more effectively across non-SES roles
  - the consideration of risk if the agency is unable to staff the proposed new SES role; and



- confirmation that the role has been assessed against the SES work level standards
- In making any request for an increase in their SES Cap, agencies are encouraged to discuss their draft business case with the APSC before making a final submission
- Changes to the number of SES roles following a Machinery of Government change will result in an automatic adjustment to the SES cap for the losing and gaining agencies.
- A section 37 retirement where the SES role has been abolished will result in a reduction in an agency's SES Cap.

### More Information

APSC via email at [employmentpolicy@apsc.gov.au](mailto:employmentpolicy@apsc.gov.au) or call the Employment Policy advice line 02-6202 3857.

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